

OpenBook NCAS Job Aid

In support of Governor Perdue's NC OpenBook initiative, effective July 1, 2009, and oversight of the American Recovery and Reinvestment Act (ARRA) funds, four new fields have been added to the NC E-Procurement 'Create eRequisition' functionality: 'Bid Number', American Recovery & Reinvestment Act 'ARRA Funds', 'Federal Award Number', and Grants Information Center 'GIC Grant ID'. These functional changes will enable tracking and accurate reporting on purchase order transactions.

Bid Number

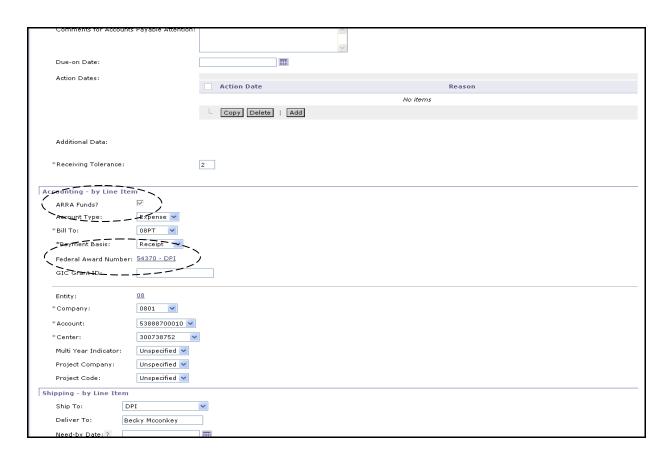
On state term contract catalog items, the Bid Number field will automatically populate with the appropriate IPS Bid Number and is not editable by users. For non-catalog contract items, users can select the appropriate IPS Bid Number from the 'Bid Number' dropdown menu on the 'Add Non-Catalog Item' and 'Edit Line Item' pages. The selected Bid Number and associated description will be visible in the line item details, on the 'View Line Items' and 'Summary' pages, and on the printed requisition. Additionally, users may search by Bid Number using the System Search tool.





ARRA Funds and Federal Award Number

When a user selects a company and center accounting combination that is associated to ARRA Funds, both the 'ARRA Funds' and 'Federal Award Number' fields will be displayed on the line item. The 'ARRA Funds' field will be displayed as a selected checkbox and is not editable by the user. When an accounting combination is selected that is not related to a Federal Award Number, the 'Federal Award Number' field will be a 50 character free-form text field. If populated, both the 'ARRA Funds' and 'Federal Award Number' will be visible in the line item details, on the 'View Line Items' and 'Summary' pages, and on the printed requisition.





GIC Grant ID Number

Users will now have the ability to enter a valid GIC Grant ID in the 'GIC Grant ID' field on both catalog and non-catalog requisition line items. Once populated, the 'GIC Grant ID' will be visible in the line item details, on the 'View Line Items' and 'Summary' pages, and on the printed requisition. The 'GIC Grant ID' field is a 15 character alphanumeric free-form text field with specific validation rules. If the following validation rules are not followed, users will receive a warning message requiring them to update the 'GIC Grant ID' to a valid value.

- a. The 'GIC Grant ID' must contain 15 alphanumeric characters.
- b. The 'GIC Grant ID' must not contain any spaces or special characters.
- c. The first character of the 'GIC Grant ID' must be either a 'P' or a 'G'.
- d. The second character of the 'GIC Grant ID' must be either a '1', '2', '3', '4', or '5' based on the accounting combination selected.
- e. The third character of the 'GIC Grant ID' must be a '0'.
- f. The fourth and fifth character of the 'GIC Grant ID' must match the first two digits of the 'Company' accounting combination selection.
- g. The eleventh and twelve characters of the 'GIC Grant ID' must be numeric values.

